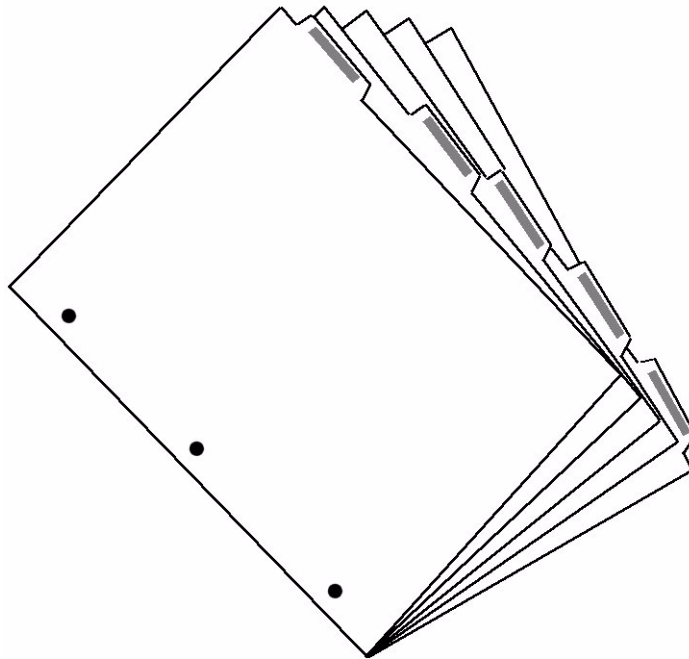




**CopyCentre, WorkCentre, WorkCentre Pro
232, 238, 245, 255, 265, 275
Tab Creation Supplement**



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Prepared by:

Xerox
GKLS European Operations
Bessemer Road
Welwyn Garden City
Hertfordshire
AL7 1HE
ENGLAND

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Changes, technical inaccuracies and typographical errors will be corrected in subsequent editions.

1

Introduction

This supplement is intended to help you to create copied and printed documents with printed tab dividers.

Tab creation overview

Your system is capable of automatically creating copies or prints with covers, inserts or printed tabs so that subsequent manual sorting is not required.

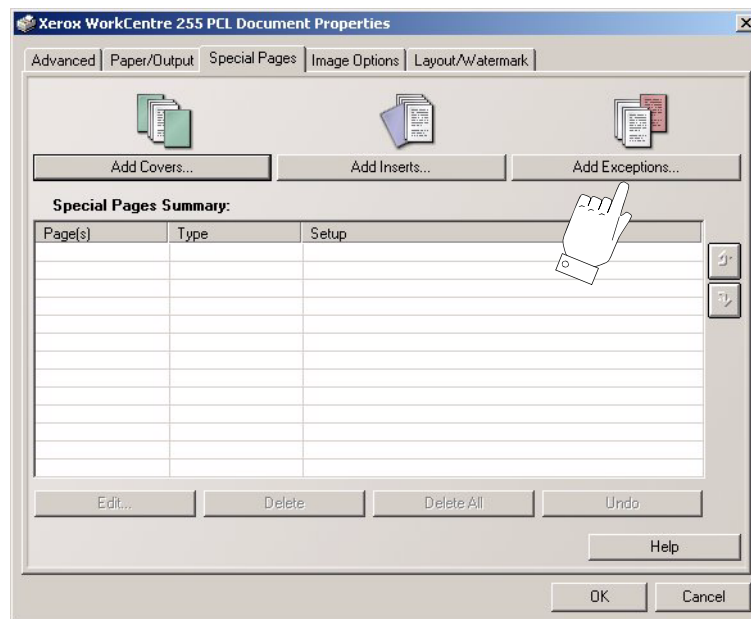
Printed jobs

For printed jobs, tabs are enabled from the **Special Pages** tab in the print driver:

- To add blank or pre-printed tab stock use the **Add Inserts...** option
- To add tab stock and print onto the tabs use the **Add Exceptions...** option

Add Exceptions is a very powerful tool and enables each page of your document to be printed with different output settings such as 1 or 2 - sided or different stock.

This is the feature used to insert and print onto tab dividers.

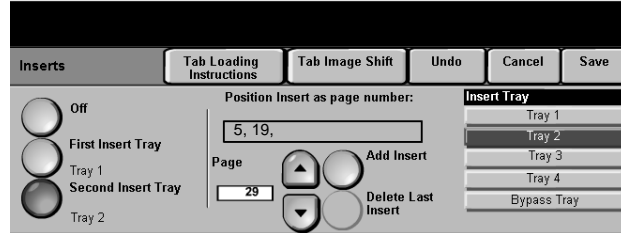


Copied jobs

The **Insert** feature is used for producing copied sets with imaged or non-imaged tab dividers.

This feature, located on the **Basic Copying, Job Assembly** tab enables you to insert tab stock into your copied sets and print onto the tabs.

The screen contains instructions for loading the tab stock into the paper trays and the controls for selecting the position of your tab stock in your final sets.



The **Job Build** feature is used to:

- copy jobs that exceed 70 pages
- copy an original document that has tab dividers.

Using this supplement

The instructions in this booklet will help you print and copy tab dividers:

Type of Job	Go to section...
Copy onto tabs only	Copying onto tabs – page 7
Copy onto tabs automatically collated into the copied sets	Copying onto tabs – page 7
Make a copy of a document that has printed tab dividers	Copying using Build Job – page 12
Print onto tabs only	Printing onto tabs – page 14
Print onto tabs as automatically collated into the printed sets	Printing onto tabs – page 14

Specifications

Parameter	Specification
Paper Trays	Tab stock can only be loaded into the Bypass Tray, Tray 1 or Tray 2
Tab Stock Sizes	A4, 8.5 x11 inches (9 x 11 inches)
Number of tabs per set	40
Number of tab positions	up to 5
Weight of tab stock	200 g/m ² or 53lb stock

2 Setup

This chapter describes:

- how to load tab stock into the paper trays
- how to create tab masters

Loading tab stock into the paper trays

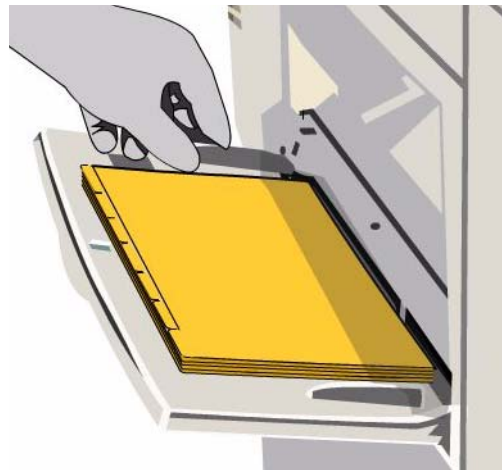
This procedure is the same for both copying and printing onto tab stock.

Note:

- *tab stock can be loaded into either the Bypass Tray, Tray 1 or Tray 2.*
- *The stock you are using for the body of the document should be loaded into Trays 3 or 4.*
- *The tab stock and the body stock MUST be the same size and orientation. Use 8.5 x 11 inch paper with 9 x 11 inch tab stock or A4 paper with A4 tab stock in the same orientation.*

Bypass Tray

- 1 Load the tab stock into the bypass tray as follows:
 - a) Tabs to the left with tab 1 on top and at the front of the tray
 - b) Tabs in standard order. If more than one set of tabs is required, the number and sequence of the tabs loaded must match the number and sequence of tabs to be printed. Any surplus tabs should be removed from each set prior to starting the job.
- 2 Move the rear guide against the rear edge of the tab stock.



Note: *It is important to ensure that the machine knows which tray contains the tab stock as the print driver will select the tray by stock type and size. Always select the correct Size, Color and Type after loading the stock in the tray.*

- 3 When the Tray Information screen appears, select **Change Type and Color**.
- 4 Select **Tab Stock** as the *Stock Type* and select **Save**.
- 5 Select **Change Size**.
- 6 Select the size of the tab, either A4 or 8.5x11 inches as appropriate and select **Save**. (Select the same size as the body stock of the job.)
- 7 Select **Confirm**.

Trays 1 or 2

- 1 Load the tab stock into either tray 1 or tray 2 as follows:
 - a) Tabs to the right
 - b) Tabs in reverse order, that is tab 1 face down, on top and at the front of the tray
 - c) If more than one set of tabs is required, the number and sequence of the tabs loaded must match the number and sequence of tabs to be printed. Any surplus tabs should be removed from each set prior to starting the job.



- 2 Adjust the paper guides to touch the side and back of the stack of tabs.

Note: *It is important to ensure that the machine knows which tray contains the tab stock as the print driver will select the tray by stock type and size. Always select the correct Size, Color and Type after loading the stock in the tray.*

- 3 When the Tray Information screen appears, select **Change Type and Color**.
- 4 Select **Tab Stock** as the *Stock Type* and select **Save**.
- 5 Select **Change Size**.
- 6 Select the size of the tab page, either A4 Tab for an A4 document or 9x11 Tab for an 8.5x11 inch document as appropriate and select **Save**.
- 7 Select **Confirm**.

Creating tab masters

Your document must contain a page with the text you want printed on the tab for each tab divider in the set. These are called the tab master pages and are the same size as the body of your document, either 8.5x11 inches or A4. The pages must be inserted in the correct place in your document.

To create the tab master pages you can either use the Xerox Tab Template or create your own tab master pages.

Using Xerox tab master template

- 1 Xerox provides templates for 5 position tab masters for A4 or 8.5x11 inch documents in Microsoft Word. The templates can be downloaded from:
<http://www.xerox.com/> - search on *Tab Template*
- 2 Open the template you require, save it as another file and change the text on the tabs as required.
- 3 If you are making the tab masters for a copy job, print the tab master pages onto plain stock either 8.5x11 inches or A4 and insert the prints into the appropriate places in your original document.
- 4 If you are creating tab masters for a print job, cut and paste the tab master pages into the appropriate places in your document.
- 5 You are now ready to copy or print your job.

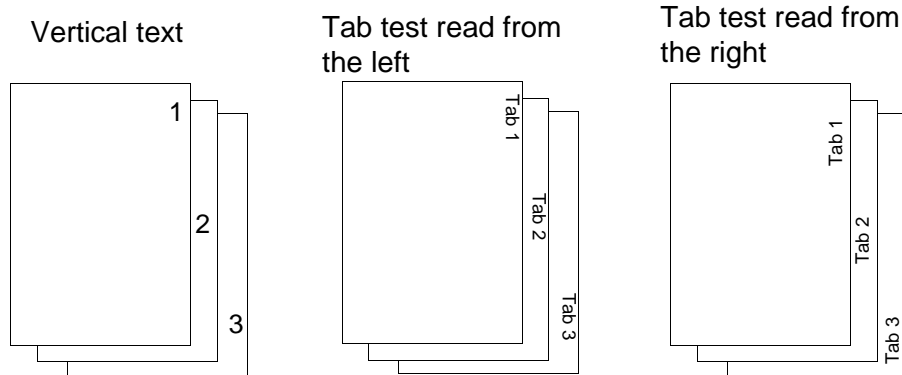
Creating your own tab master pages

If you do not have access to the internet, or you use an application other than Microsoft Word, create your own tab master pages as follows:

Note: *Your CopyCentre or WorkCentre will copy the information printed on a standard A4 or 8.5x11 inch sheet of paper and shift the image to the right so that it is copied onto the tab.*

- 1 Create a document with as many pages as you require tab dividers.

- 2 On each page create a text box on the right hand side of the page containing the text you want on each tab. Position the text box vertically to correspond with the tab positions. The text can be vertical, read from the left side of the page or read from the right side of the page.



- 3 Print the document onto plain paper.
- 4 Lay the prints of the tab master pages over the tab stock and check the vertical position of the text against each tab. You may need to adjust the vertical position of the text boxes on your master to make the text align correctly with the respective tabs.
- 5 If you are making the tab masters for a copy job, print the tab master pages onto plain stock either 8.5x11 inches or A4 and insert the prints into the appropriate places in your original document.
- 6 If you are creating tab masters for a print job, cut and paste the tab master pages into the appropriate places in your document. Note the page numbers of the tab master pages in your document. You will need this information later.
- 7 You are now ready to copy or print your job.

3 Copying onto tabs

This chapter describes how to copy onto tab stock.

Setup

Refer to the Section 2, *Setup on page 3* and:

- 1 Load the tab stock into the Bypass Tray, Tray 1 or Tray 2
- 2 Create your tab master pages

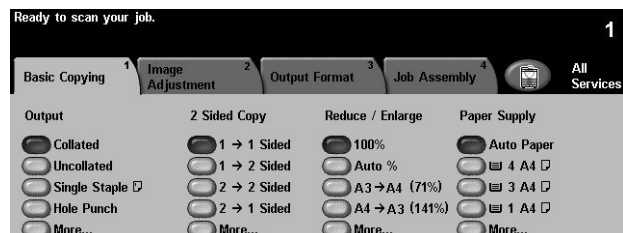
Program Inserts

Tab dividers are copied using the **Insert** feature. This feature enables different types of stock to be automatically inserted into a set. Up to 40 inserts can be added per copy set.

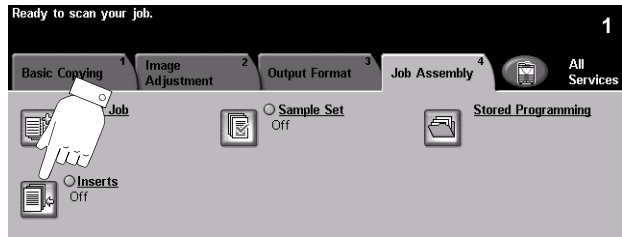
Note:

- If your original document contains printed tab dividers that you wish to copy, refer to *Copying using Build Job on page 12*.
- The **Insert** feature can only be used with 1-1 or 2-2 sided copying and is not available when **Auto Paper** is selected.
- The **Cover** feature can also be selected to create a finished document with covers front and back and printed tab dividers.
- If your original document has more than 70 pages or mixed output requirements, you will need to use the **Build Job** feature. Select **Job Assembly > Build Job > On > Save**. You will need to split your original document into segments and program the Inserts feature for each segment.

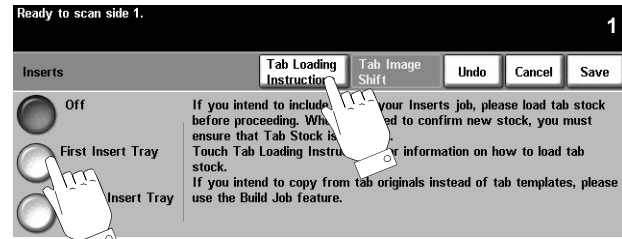
- 1 From the **Basic Copying** screen select either **1 - 1 sided** or **2 - 2 sided** copying.
- 2 Select the paper tray that contains the stock you want to use for the body of the document which should be in either Trays 3 or 4.
- 3 Select the **Job Assembly** tab.



- 4 On the *Job Assembly* screen select **Inserts**.



- 5 The **Inserts** screen is displayed.

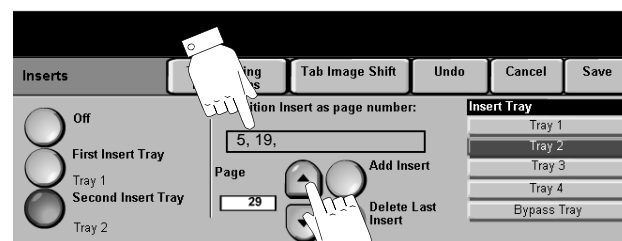


Note: The **Tab Loading Instructions** button provides detailed instructions for loading the tab stock into the paper trays.

- 6 Select the **First Insert Tray** button to program where the inserts are to be placed in the set.
- 7 Take the document to which you have added the tab masters and identify the actual page numbers of the tab master pages. Ignore any page numbering in the document as this may not reflect the actual pages in the document now that the tab masters have been added.

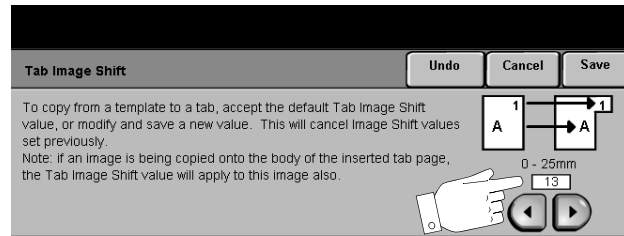
Note: If you are copying 1 - 1 sided, count each **leaf** of your document as a page. If you are copying 2 - 2 sided, count each **side** as a page including both sides of the tab master pages.

- 8 The **Inserts** screen displays the controls for adding the insert pages. Use the scroll buttons to display the page number of the first insert and then select **Add Insert**. The page number will appear in the window above the button.



- 9 Repeat this process until the page numbers of all the inserts are shown in the window.
- 10 Select the Insert Tray that contains your tab stock.
- 11 Select the **Tab Image Shift** button which is now selectable.

- 12** This screen enables you to set how far the text from your tab master pages is shifted so that it is placed correctly on the tabs. If you are using the Xerox tab master template the default value of 13mm or 0.5 inches is



correct for most tab stock. If you have made your own tab master use the default setting initially, make a sample set (refer to *Sample Set on page 10*) and modify the value as appropriate.

- 13** Select **Save** twice to save your settings and return to the *Job Assembly* screen.
- 14** Load your document into the Document Handler face up with page one on top. Select the number of sets you require and any image quality adjustments or output selections you may wish to make that are appropriate to your original document.
- 15** Press **Start**. Your job will print.

Note: *If you are using Build Job because you have divided your original into segments, the first segment will be scanned and stored in memory. Return to step 5 and program the second and subsequent segments. When you have completed all segments select the **Build Job Controls** button on the Copy feature screen and select **End Build Job**. The complete job will print.*

- 16** When printing is complete select the **Clear All** button to reset the machine to the default settings.

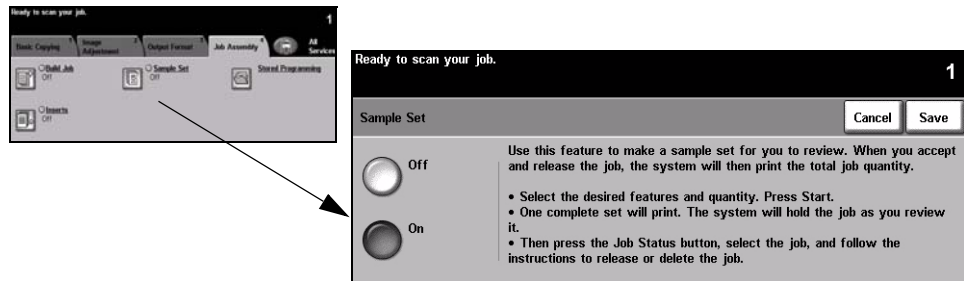
Note: *In the unlikely event of a paper jam occurring, follow the instructions on the screen and remove any partially used sets of tab stock from the paper tray.*

Additional Features

If you use inserts, covers or any other special features on a regular basis there are a couple of features that will make the process more productive. They are Sample Set and Stored Programming.

Sample Set

This feature is used to review the output to ensure that it is exactly what is required prior to printing a large quantity.



Options:



Off The feature is switched off.



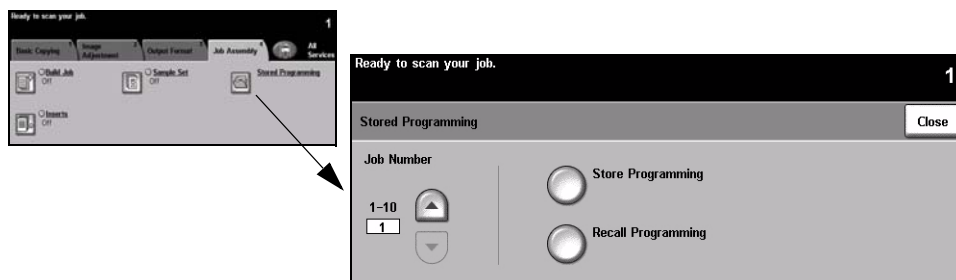
On Use to enable the *Sample Set* feature. One complete set of the job will be printed. To print the whole job, press the *Job Status* button and select your job in the queue. If the output is acceptable, select *Release*, the job will be completed. If the output was not acceptable or the job is no longer required, select *Delete* to delete the job from the queue. Reprogram and rescan the entire job.

Stored Programming

Use this feature to program up to 10 commonly used programming sequences. For example, combinations of selections such as *Edge Erase* and *Bound Originals*.

The machine stores only the programming features for the job, NOT the images. Each time a stored job is used the images must be scanned.

To use this feature, use the up/down scroll buttons to select the required storage location, then select a function button - *Store* or *Recall Programming*.



Options:

Job Number Use to scroll to a job number between 1 and 10.



Store Programming Use this option to store the current programming selections. If a job has already been stored under the selected *Job Number*, a confirmation pop-up screen appears. If *Confirm* is selected, the new programming will be stored.



Recall Programming Use this option to retrieve programming that has been stored under a specified job number. First select a *Job Number*, then select *Recall Programming*. The recalled programming will overwrite the current copy programming.



After being recalled, the selection can be modified further and re-stored if required.

4 Copying using Build Job

Build Job allows the document to be broken into several segments and copied segment by segment with different settings applied to each segment. This section describes how to copy an original document containing printed tab dividers.

Note: *The original printed tab dividers **MUST** be copied from the document glass while the body of the original can be copied using the document handler.*

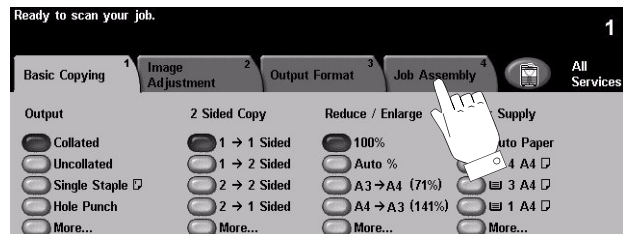
Load the tab stock into the paper trays

Load the tab stock into either the Bypass Tray, Tray 1 or Tray 2 as described in Section 2, *Setup on page 3.*

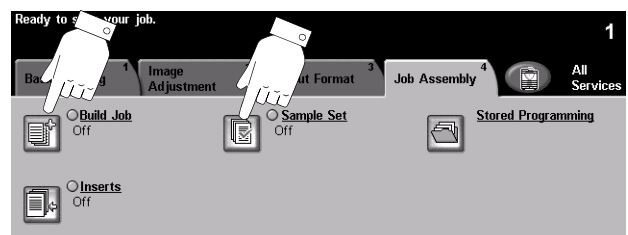
Program Build Job

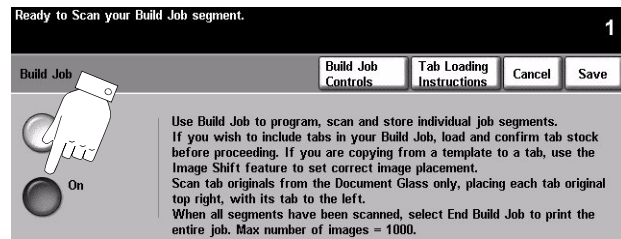
The job must be divided into segments. Each divider will be a segment and each part of the body of the document between the dividers will be a segment.

- 1 Input the number of sets you require.
- 2 Select the **Job Assembly** tab.

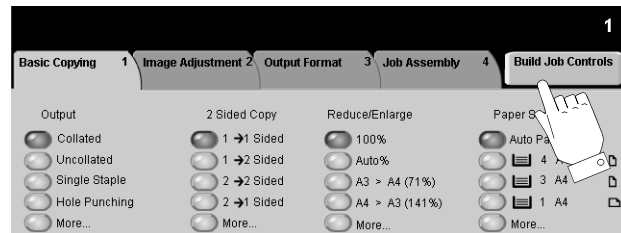


- 3 Select **Sample Set**, select **On** and **Save**. This will enable you to print one sample set to ensure that you have programmed the job correctly.
- 4 From the *Job Assembly* screen select **Build Job**.



5 Select **On** and **Save**.6 The **Build Job Controls** button will appear on the *Basic Copying* screen.

7 Place the first segment of the body of the original in the Document Handler.



8 Select the tray that contains the body stock.

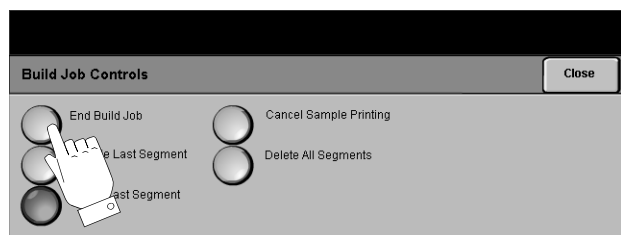
9 Select your required 1 or 2-sided option and any other settings for this segment.

10 Press **Start**. The first segment will be scanned to memory.

11 Place the first tab divider face down on the document glass aligned to the rear right hand corner and close the Document Handler.

12 Select the tray that contains the tab stock.

13 Select 1 - 1 sided copies.

14 Press **Start**. The divider will be scanned.15 Repeat this process until all the segments of the document have been scanned. Don't forget to make the appropriate selections for each segment. If you make a mistake, select the **Build Job Controls** button and select **Delete the Last Segment**. Scan the segment again.16 When all the segments have been scanned, select **Build Job Controls**.17 Select **End Build Job**. The job will be compiled and one sample set will be printed.18 If the sample set is OK select the **Job Status** button on the control panel, locate the job in the job queue and select **Release**.19 When printing is complete select the **Clear All** button to reset the machine to the default settings.

Note: In the unlikely event of a paper jam occurring, follow the instructions on the screen and remove any partially used sets of tab stock from the paper tray.

5 Printing onto tabs

This chapter describes how to add tab stock (either imaged or blank) to a printed document.

Setup

Refer to the Section 2, *Setup on page 3*. and:

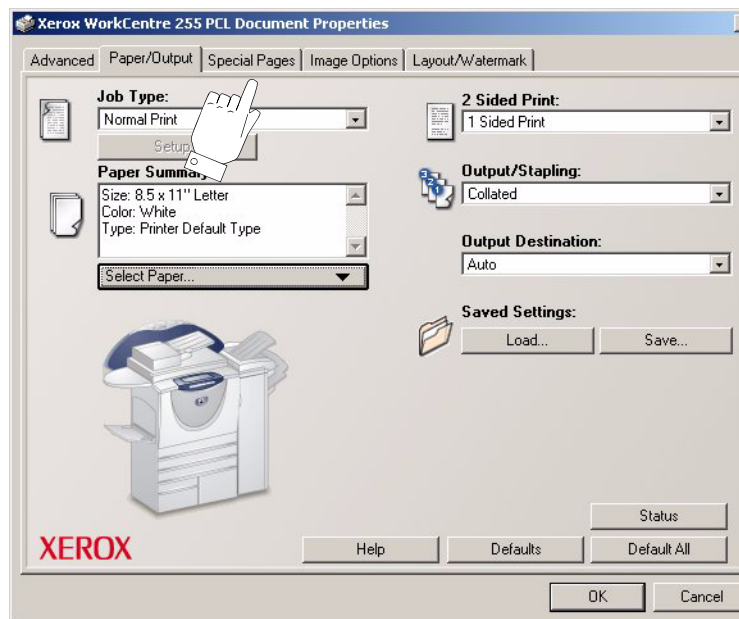
- 1 Load the tab stock into the Bypass Tray, Tray 1 or Tray 2
- 2 Create your tab master pages

Printing a document with printed tab dividers

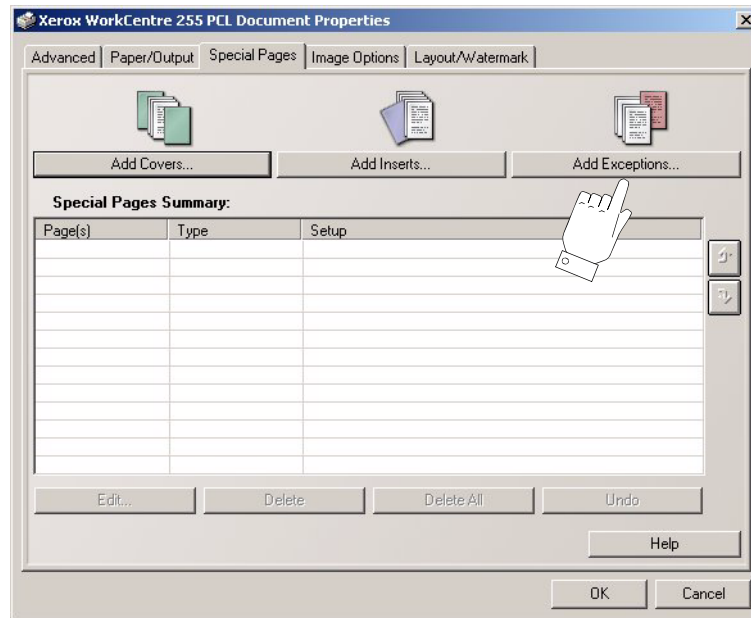
Note:

- Both PostScript and PCL print drivers can be used to print onto tab dividers.

- 1 With your document open, select **File > Print**.
- 2 Select your WorkCentre or WorkCentre Pro 232/238/245/255/265/275 print driver.
- 3 Select **Properties**. The *Document Properties* screen will appear.
- 4 Select the **Special Pages** tab.



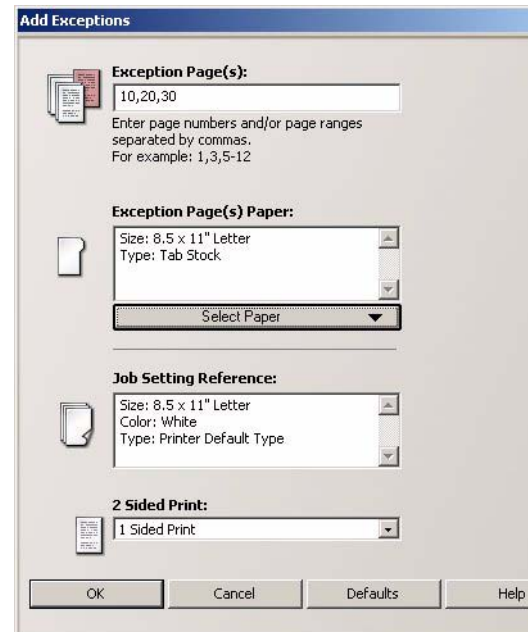
5 Select Add Exceptions.



Note:

- **Add Covers** enables printed, plain or pre-printed covers to be added to the front or back of the document.
- **Add Inserts** enables pre-printed or plain dividers to be added to the document.
- **Add Exceptions** allows you to change the print properties of any page in your document i.e. type of stock or 1 or 2 sided print. We are using this feature to set up the printing exceptions for all the pages in your document including the tab divider pages.

- 6 In the *Exception Page(s)* window input the pages where the tab master pages are in your document. For example, if you have tab 1 on page 10 of your document, tab 2 on page 20 and tab 3 on page 30, input 10,20,30.
- 7 Select the **Select Paper** drop down menu and select **Type > Tab Stock**.

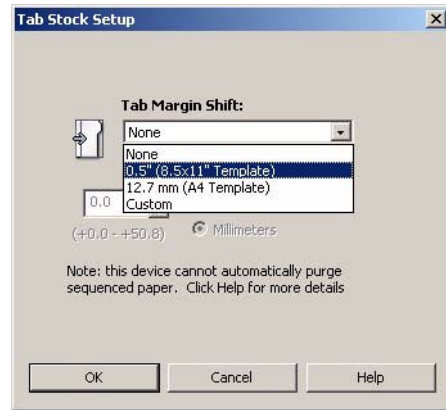


- 8 The *Tab Margin Shift Setup* window will appear. This window enables you to set the amount the image on your tab master will shift to the right when printed on the tab. Select:

0.5 inches - if you have used the 8.5x11 inch template

12.7 mm - if you have used the A4 template

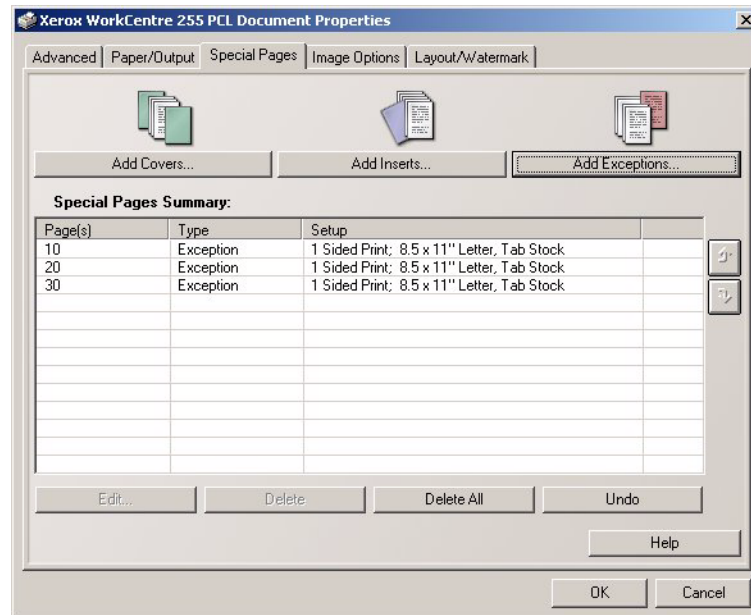
Custom - if you have created your own tab master. You can shift the image from 0 - 50 mm or 2 inches as required.



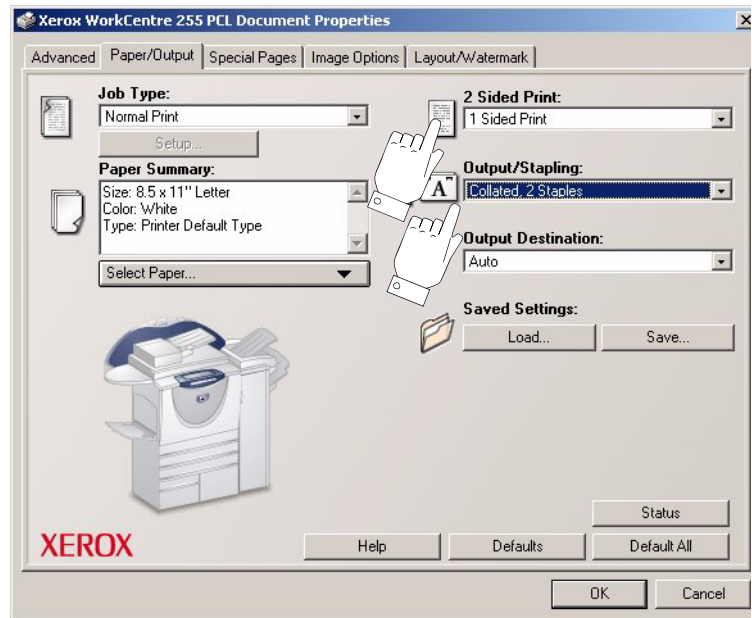
- 9 Select OK to accept the Margin Shift setting.

Note: In the *2 Sided Prints* window ensure that the selection is **1 Sided Print**. Tabs can be printed on 1 side only.

- 10 Select **OK**.
- 11 The requirements for the tab pages are displayed. Check that they are correct. If not, edit or delete them.
- 12 Select the **Paper/Output** tab.



- 13 Select any print options you require such as *2 Sided Print* (body of document) *Stapling* or *3 Hole Punch*. Select **OK**.
- 14 At the *Print* window select the number of copies you require. Ignore all print margin warnings and select **OK**.
- 15 The job will print.



Note: *In the unlikely event of a paper jam occurring, follow the instructions on the machine display and remove any partially used sets of tab stock from the paper tray.*